



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

August 20, 2024

DIVISION MEMORANDUM

No. 358 s. 2024

**DIVISION SEARCH FOR 2024 GAWAD KALAKBAY AWARD FOR DRRM
 ADVOCATES**

To: Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All others concerned.


- As one of the innovation projects of SDO Bulacan, this Office through the Disaster Risk Reduction and Management shall conduct its 4th annual Gawad KALAKBAY (**K**alamidad ay **L**abanan para sa **K**aligtasan ng mga bata at mga **B**ayan ng Bulacan) Award for best DRRM implementation of practices, innovations, and program management through excellent leadership of school DRRM advocates on the following dates as stated on the timetable below:

Date	Activity	Person/ Group Involve
August 21, 2024	Division announcement of the search	Office of the Superintendent
September 2, 2024	District Level Search for Gawad KALAKBAY	District DRRM group
September 16, 2024	EDDIS Level Search for Gawad KALAKBAY	EDDIS Chair and members
September 23- 27, 2024	Division Field Validation	Division Validation Team (PDO-II DRRM, Division Nurse, Division Engineer)
October 2, 2024	Announcement of winner through SDO Memorandum	Schools Division Superintendent and Validation Team
October 2024 (Date and Venue to be announced)	Awarding of Winners	



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2. Each EDDIS (Educational District) shall select three (3) elementary schools and three (3) secondary schools as the EDDIS winners to be submitted to the Division Office c/o Mr. Pedro G. Lacap, PDO II, School Governance and Operations Division.
3. The Division Selection Team shall declare Top 10 DRRM best implementing schools, leaders and advocates. Winners shall be awarded with plaque and certificate of recognition.
4. Attached is the criteria/checklist as reference and guidance.
5. Expenses to be incurred during the Division field validation and awarding ceremony shall be charged against the DRRM Downloaded Fund for 2024, subject to the usual accounting and auditing rules and regulations of the government
6. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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CHECKLIST

Name of school		EDDIS	
Name of School Head		Name of Coordinator	
School ID		Municipality	
School Address			

CRITERIA FOR CHECKING	NO	POINTS	Remarks, Recommendations and suggestions
1.0			
School Building Components			
Ensure that School/ Building classroom components/is are according to the DepEd and/or National Building Code approved/ standard design and specifications			
Academic Classroom			
a. Wall Finish		1	
b. Flooring		1	
c. Ceiling		1	
d. Window /Ventilation		1	
e. Roofing		1	
f. corridor		1	
g. Door		1	
h. Railings/handrails/Ramps		1	
i. Room dimension		0.5	
j. Provisions for fire extinguisher		1	
k. Emergency and fire exit signs		1	
2.0			
Ancillary Facilities			
Support in the Provision/ presence of other instructional rooms			
a. School health clinic		1	
b. Guidance and counseling		1	
c. School canteen		0.5	



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	d.	Computer room			0.5		
	e.	Industrial Arts Building/ room			0.5		
	f.	Home Economics Building/ room			0.5		
	g.	Science Laboratory Building			0.5		
3.0		Help in the maintenance and provision of other Facilities					
	a.	Sports/ recreational facilities (gym, basketball court)			1		
	b.	Emergency gates			1		
	c.	Waiting shed			1		
	d.	Perimeter fence			1		
	e.	School waste disposal area			1		
	f.	Stage and open grounds			1		
	g.	Covered pathwalks			1		
4.0		WASH Facilities					
		Support and monitored Adequate number of functional WASH facilities					
	a.	Water source			1		
	b.	Toilets			1		
	c.	Handwashing Facilities			1		
	d.	Drinking facilities			1		
	e.	Wash for physically impaired			1		
5.0		Monitor Power and Telecommunication Facilities in the school					
	a.	Power/ electrical connection			1		
	b.	Proper electrical wiring system			1		
	c.	Electrical Fans/ACUs			0.5		
	d.	Telecommunication Facilities			0.5		
		Sub-TOTAL			30		



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CRITERIA FOR CHECKING		N O	Y E S	POINTS	Remarks, Recommendations and suggestions
II. SAFETY CHECK ON HEALTH & ENVIRONMENT					
1.	Lead the School Safety and Security				
0					
	Warning Signs				
	a.			1	
	b.			1	
	c.			1	
	d.			1	
	Security				
	a.			1	
	b.			1	
	c.			1	
	d.			1	
	e.			1	
2.	Ensures Health and environment Safety				
0					
	a.			1	
	b.			1	
	c.			1	
	d.			2	
	e.			1	
	f.			1	



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		drugs, alcohol and vandalism in school				
	g.	Water source, WASH facilities and sanitation are properly located			2	
	h.	Implement safety measures during school activities, sports, laboratory experiments etc.			1	
	i.	Have transportation means during emergency cases			1	
				Sub-TOTAL	20	

CRITERIA FOR CHECKING		Yes	NO	POINTS	Remarks, Recommendations and suggestions
III. DISASTER PREPAREDNESS					
1.0	Lead in the conduct of Regular Drills				
	a. Earthquake Drill			5	
	b. Fire Drill			5	
	c. Other Appropriate Drills (Tsunami, flood, landslide, mudslide)			5	
2.0	Lead in the preparation School Preparedness Plan				
	a. School Improvement Plan Incorporating DRRM			7	
	b. School DRRM organizational Structure			5	
	c. Provision of Contingency Plans/Measures			7	
	d. School personnel /students attended DRRM training, seminars, capacity building and workshops on DRR/CCA			2	
	e. Communication and coordination mechanism (cellphone, telephone,			1	



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		handheld radio, megaphone, etc.)				
	f.	With adequate space and facilities to be used as evacuation Center			2	
	g.	School Emergency Warning Devices (Posters, Signage, Flaglets, whistles, evacuation plan, bell)			2	
	h.	Temporary Learning Areas			5	
3.0	School Mapping					
	a.	Presence of hazard map			2	
	b.	Risk profile			2	
			Sub-TOTAL		50	

CRITERIA FOR CHECKING		Yes	NO	POINTS 0.50, 1 or 0	Remarks, Recommendations, and suggestions
I.	SAFETY CHECK ON EDUCATIONAL FACILITIES			30	
II.	SAFETY CHECK ON HEALTH AND ENVIRONMENT			20	
III.	DISASTER PREPAREDNESS			50	
			TOTAL	100	

RATING	
Rating Scheme	
Excellent	91- 100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

Inspected by:

Name: _____

Position: _____

Date: _____



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